

**TENTERDEN TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES COMMITTEE**

**Standing Orders, Financial Regulations & Donations Sub-Committee**

Notes of a meeting held at the Town Hall at 5.00pm on 12<sup>th</sup> December 2016.

No	Item	Action
1	<b>Present:</b> Cllrs. Mulholland, Nelson, Mrs. Smith and Sugden. The Town Clerk was also present and took notes	
2	<b>Apologies</b> Cllr. Knowles	
3	<b>Chairman</b> Cllr. Mrs Smith was elected chair	
4	<b>Minutes</b> of the meeting held on 3 <sup>rd</sup> August were approved.	
5	<b>Matters arising.</b> None	
6	<b>Town Events Grants Policy.</b> The following amendments to the draft additional policy were agreed:  a) Folk Festival and Tentertainment grants set at the same level of £2500 for 2017-18 and <i>capped</i> at that rate. Consideration was given to the additional benefits provided by the Town Council for each event. <i>These organisations to be notified by the Town Clerk.</i> b) The annual donation to RBL would not be covered by this policy as a local branch of a national organisation. The annual grant of £400 would be maintained under s137 of the Local Government act 1972.	<b>PB</b>
7	<b>Donation Applications.</b>  a) Friends of St Mildreds. The application for assistance with the clock maintenance (covered under s2 of the 1957 parish council act) was approved. The last donation was 2014 for £150. 2015 and 2016 donations were agreed totalling £300 b) Next Generation Youth Café. This application was outside the current grants policy but would be reconsidered subject to suitable accounting procedures being in place, proof of efforts to seek outside funding & the undertaking of outreach work as per the Service Level Agreement. c) Folk Festival. One-off grant for 25 <sup>th</sup> anniversary was rejected as it was not specifically targeted to a capital requirement.	<b>PB</b>
8	<b>Disclosable interests.</b> Councillors' attention would be drawn to Standing Order 13c and the requirement to leave the room when an interest had been declared. The ruling would be re-stated at meetings for a short period of time.	<b>PB</b>
9	<b>Any other business.</b> None.	
10	<b>Date of next meeting.</b> TBA	



# TENTERDEN TOWN COUNCIL

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## TOWN EVENTS GRANT POLICY

This policy supplements the council's Grant & Loan Policy which is intended to accommodate mainly one-off capital purchases.

The Town Events Grant Policy will be targeted at support for recurring events in the town and those organisations requiring regular revenue support in order to continue their function. Requests for *capital* project assistance by these organisations should be considered under the standard Grants and Donations policy. Donations, in the main, will be considered under the Local Government (Miscellaneous Provisions) Act 1976 section 19 (Recreational).

### Town Events

The applicant must be able to show that their event is not for profit and for the benefit of the community in the Tenterden area. Only events within the parish of Tenterden will be supported.

The Town Council will take into account the additional benefits allowed to the organisers, such as free access to the Town Hall or recreations grounds, when considering the grant payable.

The grants for the two main events in the town (Folk Festival and Tentertainment) would be equalised and capped at £2500 per annum.

### Regular Support for Organisations

Again, applicants will only be considered within the parish of Tenterden. The donations will be for the purpose of general running costs rather than specific projects. The RBL (as a branch of a national organisation) is not covered by this policy.

### Procedure and Principles

The Town Council will annually accept requests from organisations for financial assistance and will consider each on its merits. These requests should be made according to the procedure listed. The revised policy below applies to awards made from and including the 2017/18 year.

- (a) All applications must be made on the appropriate form (available from the Town Clerk's office) and should be submitted between 1<sup>st</sup> April and 30<sup>th</sup> September.
- (b) All applications must be accompanied by a copy of the applicant's latest approved accounts (audited, if appropriate).
- (c) All event applicants must be voluntary or community organisations and the event should be for the benefit of residents of Tenterden or the immediately surrounding area, or both ("the Tenterden area").

### Guidance

The decision of the Council is final and no correspondence will be entered into.

The Council may offer a grant or loan of a smaller amount than requested.

It is essential that applicants provide as much information as possible, as any doubts will be resolved in favour of not spending public money in a way that might not be justified. The Town Clerk's office will be happy to advise as to whether any particular information will be useful or not, but cannot commit the Council to making any particular grant or loan.

**TENTERDEN TOWN COUNCIL  
FINANCE AND GENERAL PURPOSES COMMITTEE**

**Standing Orders, Financial Regulations & Donations Sub-Committee**

Notes of a meeting held at the Town Hall at 5.00pm on 22<sup>nd</sup> December 2016.

<i>No</i>	<i>Item</i>	<i>Action</i>
1	<b>Present:</b> Cllrs. Knowles, Mulholland & Nelson. The Town Clerk was also present and took notes	
2	<b>Apologies.</b> Received from Cllrs. Mrs Smith & Sugden	
2	<b>Chairman.</b> Cllr Mulholland was appointed chair.	
3	<b>Minutes</b> of the meeting held on 12 <sup>th</sup> December were approved.	
4	<b>Matters arising.</b> None.	
5	<b>Donations.</b> An application from the Tenterden Bellringers for the restoration of hand bells was considered. Councillors complemented the applicants on their comprehensive & well researched request for funding. It was recommended that matched funding would be awarded at a cost to the Town Council of £1123.30 for the professional restoration and the provision of a protective storage case. The grant should be subject to:  <ol style="list-style-type: none"><li>1. Adequate insurance by the legal owners.</li><li>2. Performances and training should be offered at a reasonable fee or free of charge to the community and local schools, with appropriate publicity for this [The Town Council could publicise it in their newsletter and on their website].</li><li>3. Confirmation that the bells will be properly secured when not in use</li></ol>	
6	<b>Any changes to Standing Orders.</b> None	
7	<b>Any other business.</b> None.	
8	<b>Date of next meeting.</b> TBA	



## Finance & General Purposes Committee 9<sup>th</sup> January 2017

### Revised Investment Strategy

#### Agenda Item 8

Minute 3542a on 25<sup>th</sup> July 2016 records a decision to invest £1 million in the CCLA properties fund subject to agreement by an Independent Financial Adviser (IFA). An IFA report was also a requirement of CCLA prior to investment. Since July the financial markets have remained fairly volatile and IFAs have been reluctant to commit to offering investment advice.

I have recently secured a report by an IFA (attached) regarding the CCLA properties fund and although it supports the fund as a prudent investment, it warns against investing more than 10-20% of cash assets.

Our combined total balances in all accounts is in excess of £4 million (Tent1 receipts plus reserves plus working capital). 20% of this figure would represent an investment in the fund of £800,000 but as the IFA has recommended 20% as a maximum, I would suggest a total investment of £750,000 is more prudent. I have already invested £500,000 in the fund as this was well within the parameters and on current rates of return we are losing £2000 per month by not investing.

The £750,000 investment would allow the reserves (projected at around £400,000 by year end) to be held in a high return account and would retain part of the Tent1 receipts for longer term projects as requested in the recent consultation feedback.

**Proposal: That an additional investment of £250,000 should be made with CCLA to bring the total investment to £750,000.**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	High return investment

## **Investment Report for** **Tenterden Town Council**

I am an appropriately qualified independent financial adviser of almost twenty years' experience and am a member of the Personal Finance Society, itself part of the Chartered Insurance Institute. My annual Statement of Professional Standing is issued by the CII.

Tenterden Town Council ('the Council') asked me to comment on the proposed investment of £1,000,000 from the Council's funds into the CCLA Local Authorities Property Fund.

I have previously examined relevant information provided by the fund managers, and I base my opinion on that material and my own professional experience. In particular, I have scrutinised –

- The Local Authority Property Fund (LAPF) fund profile – June / July 2016.
- LAPF fund fact sheet
- LAPF brochure / prospectus
- Another Parish Council's Investment Strategy (for guidance only)

I have no reason to think any of these documents fail to state all material information accurately and fairly, so I have relied on them without further investigation.

The available information is less than I would gather if I were to formulate and recommend an investment portfolio. However, I was not asked to research the investment market or to identify and recommend a fund or funds consistent with the investment resolution passed by the Council at a duly convened meeting.

The information enables me to offer an opinion, but only on whether or not the proposed investment appears rational, prudent and consistent with responsible investment of public funds.

A suitable investment strategy for Parish Council funds should typically identify three priorities

### **Security**

The Council's Investment Strategy should specify *inter alia* investment in public bodies. Whilst having been set up by local authorities to hold investments for local authorities, neither CCLA Investment Management Limited nor CCLA Fund Managers Ltd is itself a public body in the strict sense of the expression.

The fund size, governance, and risk control appear sufficient to ensure the security of investment assets, as far as it is practicable to do so.

LAPF invests directly in commercial realty – ie land and buildings – and less than 5% of the fund is held as cash or indirect property investment such as other property funds.



Values can fall both in the short term and in the longer term. The Council should heed the warning given on page 7 of the LAPF Fund Profile provided.

Nevertheless, property is more likely to retain long term value than some other asset classes. Land is indestructible and, economically, is a *sine qua non* for agricultural and industrial wealth.

Strategically, it is unwise to risk to invest predominantly in a single asset class (in the case of property funds, see also my comment on liquidity). If this proposal represents all or a large part of the Council's investment, I think it would be more prudent to consider some diversification.

## Liquidity

There is no formal restriction to the investor's freedom to redeem units and realise the cash value.

However, a prolonged downturn in the commercial property market would make it difficult for the LAPF to generate rental income or to sell properties. In such circumstances, property funds reserve the right to postpone repurchase of units for up to six months. Clearly, this renders the fund temporarily non-liquid. This could present a serious problem to the Council unless investments were also held in other asset classes not subject to extreme market fluctuation (high volatility).

Bid to offer spread<sup>i</sup> measures the difference between the price payable by the buyer and the price at which the fund manager would repurchase units. The LAPF bid to offer spread is 8.3% - higher than most investment funds and higher than the Bid/Offer spread in the previous year which was 7.3%.

The practical effect is that the investor will redeem at a loss unless the investment has grown by more than 8.3%, during the holding period. In view of the stated requirement for security, the bid to offer spread may have an adverse effect on liquidity.

I note from the information provided, that you are looking to invest £1Million of the £2.5Million available into the CCLA fund which is over 40% of the total amount to be invested. In terms of traditional 'Asset Allocation Theory' a typical allocation to 'Property' would be in the region of 10-20% as a maximum.

However, we are not necessarily in a 'Normal' investment environment and the vast majority of traditional 'Safe havens' are providing yields well below 1.5% for example Cash and GILTS, therefore alternatives are actively being sought.

I would simply echo the comments of the restricted adviser that you have already spoken with, in terms of the potential for further volatility within the fund following the 'Brexit result', whilst this seemed to be a short-term knee jerk reaction it cannot be ruled out from happening again. Any situation that forces the fund to impose a barrier on clients leaving can result in the asset becoming illiquid and therefore inaccessible. Whilst the CCLA fund is exclusively for the benefit of 'Local Authorities / Councils' who in theory would be less likely to make rash decisions, I would just like to point this potential issue out

Assuming no repeal or significant amendment of the *Trustee Investments Act 1961*, and/or the *Local Authorities (Capital Finance and Accounting) (England) Regulations 2003* (as amended), investment in this fund is **not Capital expenditure**. Accordingly, there is no restriction on the Council's subsequent use of proceeds from sale of LAPF investment units. To this extent, for a local authority, this investment enjoys greater liquidity than some other investment options that would be classed as Capital.

## Returns

The LAPF Fund Profile and Fund Fact Sheet show annual returns since 2012. Compared with a named benchmark, LAPF has generally performed as well as similar funds, and has not infrequently

outperformed. Net total performance has exceeded the benchmark every year since 2012, however if you go back as far as 2008 the fund made a loss of around 30%, this should be borne in mind.

Regardless of comparative net figures, the fact remains that no net 'real' return will be achieved unless the fund has grown by more than 8.3%.

**Warning** – the LAPF profile and fact sheet use figures for the twelve-month period ending in March each year. Comparative performance may differ for other periods.

## Summary

There are some contra-indications (identified above), but the proposed investment broadly satisfies prudent investment objectives of Security, Liquidity, and Return.

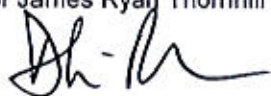
Governance and risk control are sufficient to underpin the fund's achievement of those objectives.

Particular attention is drawn to the high bid to offer spread. Perhaps the council might request a discount or reduction on this effective 'Set Up' cost based upon the size of the initial investment.

My assessment must not be taken to imply that the proposed investment is the best option open to the Council or that it is without risk. Overall, however, I think it is prudent, rational and responsible investment of council funds.

This report sets out my opinion, based on the facts reasonably accessible to me on 28th November 2016

For James Ryan Thornhill Ltd –



**Del-Ryan Rafter** DipPFS CertsCII (MP+ER)

*Diploma in Regulated Financial Planning*

Director and Independent Financial Adviser

James Ryan Thornhill Ltd

41 Wollaton Road Beeston Nottingham NG9 2RN

0115 922 8282

Incorporated in England and Wales – Company Number 03921388

Authorised and regulated by the Financial Conduct Authority – Registration Number 306095

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<sup>i</sup> 'Bid' price is the price at which the investor buys the unit. 'Offer' price is the price at which the investment manager repurchases units, and usually lower



**Finance & General Purposes Committee 9<sup>th</sup> January 2017**  
**Merging of Highways & Amenities and Public Buildings Committees**  
**Agenda Item 9**

In the recent years, the agendas of the Highways and Amenities committee have tended to be very long whilst those of Public Buildings have been much shorter. In addition to this, in 2016, it was necessary on 4 occasions to call special meetings of Highways and Amenities to consider urgent issues which needed to be addressed prior to the normal 6-weekly cycle.

If a new Assets Committee were to be formed to merge these two committees, the following advantages would be gained:

1. The new committee would meet on a 3-weekly cycle rather than 6-weekly for individual committees. This would speed up the decision process.
2. The requirement for special meetings of either committee would almost disappear.
3. Agenda lengths would be more consistent rather than having peaks and troughs.
4. Delegated responsibility would be less complex (Maintenance facility for instance).
5. Less administrative work.

Disadvantages:

1. Fewer opportunities for councillors to take chairman roles.

**Proposal: That the two committees should be merged into a new Assets Committee from the start of the new council year in May 2017.**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	None

## Finance & General Purposes Committee 9<sup>th</sup> January 2017

### Town Net Radio Subsidy

#### Agenda Item 10

This radio system has been a success in Ashford and allows businesses to communicate with each other and with the police to reduce crime such as anti-social behaviour and shoplifting. It is also very useful in the case of lost children as it disseminates information locally very quickly.

The scheme in Tenterden has had a stuttering start but is now being promoted again by Rebecca Molloy of Ashford & Weald Partnership Against Crime (AWPAC). The network is in place and AWPAC are looking to recruit businesses to the scheme.

A meeting was held early in 2016 and a suggestion was made that the Town Council could encourage take-up of the scheme by contributing towards the first year's membership for businesses. Membership is £364 per annum (associate membership with only e-mail alerts is £52 per annum). Intelligence meetings are held once a month to update members.

The range of the radio signal in Tenterden would be from St Michaels, near the petrol station to West Cross ([map awaited from AWPAC](#)). The system will work like a walkie-talkie and can operate independently of the broadband signal.

The council is not normally in a position to subsidise businesses. However, section 31c of the 1997 Local Government and Rating Act allows parish councils to "*assist others to install and maintain any equipment or to establish and maintain any scheme*" for the detection or prevention of crime in the area.

The council could contribute towards membership by setting a maximum one-off contribution for each new full membership (i.e. £100) or set a maximum budget (i.e. £5,000) or both. On these figures 40 new members would cost £4,000 but 60 new members would hit the maximum budget of £5,000 and contribute £83 to each new member.

**Proposal: That the council consider setting a per member amount and an overriding maximum budget.**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	:	Positive
Impact on Bio-diversity	:	None
Budgetary Impact	:	From Reserves



**Finance & General Purposes Committee 9<sup>th</sup> January 2017**  
**Town Events & Town Partnership**  
**Agenda Item 11**

I have attached Cllr Nelson's background paper for the meeting on 17<sup>th</sup> October. The item was deferred at that meeting.

The reason for deferral was perhaps that the remit was potentially too broad. There is clearly a requirement to co-ordinate events in the town but the consultation aspect of the proposed Town Partnership may overlap with focus groups for projects following the public consultation.

I would suggest that initially a sub-committee should be formed solely to determine the terms of reference of any wider group (or groups if the remit is too diverse) and refer its findings back to this committee.

**Proposal: To form a sub-committee to determine the scope and terms of reference of Town Events and Town Partnership committee(s)**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	None

## **TENTERDEN TOWN COUNCIL**

### **Finance & General Purposes Committee - background for agenda item 12 on 17 October 2016**

#### **TENTERDEN TOWN PARTNERSHIP REDUX**

##### ***Background***

Cllr Isworth has suggested creating a steering group for local organisations to liaise over dates for (presumably major) town events, to avoid clashes, and so that publicity for them was spread as widely and as early as possible.

This idea could be expanded, perhaps, to re-establish the Tenterden Town Partnership approach in order to assess and promote useful projects and to apply for grant funding for them. Effectively, it would amount to on-going consultation by the town council with appropriate town organisations to develop ideas, seek funding for their implementation, publicise them and to learn from and develop them. This could be especially useful in view of the initial indications from the consultation process is that a great fear of residents is "non-implementation" – a failure to carry through and implement suitable projects.

It is arguable that this is something that should be (and, to some extent, is) done by the town council itself, through its representatives on other organisations feeding back to the council and advising the organisations on how the council can help them. However, this would perhaps be a more structured approach, with wider involvement, and would give the other organisations a more direct way of providing input to the council's decisions. If it was a success, the need for the council to be represented at individual organisations could be reviewed.

Also – and perhaps crucially – a town partnership would be a separate, deliberately unfunded umbrella organisation that might have more success in applying for external grant money than a council with £3.5M in the bank would have, especially bearing in mind that, if it works, it would demonstrate ongoing consultation between different elements in the town.

I envisage the partnership could (to the extent the individual organisations wanted to be involved) comprise –

- The town council, the residents' association, the chamber of commerce
- The borough and county councillors, police representatives, community warden
- The organisers of events: Tentertainment, Folk Festival, TODS, Christmas market
- Schools, youth organisations, sports clubs, other community groups and organisations
- Neighbourhood Watch and Community Speed Watch locally
- The Kent & East Sussex Railway

I suggest that, on the whole, individual commercial organisations should not be directly involved – the Christmas market being an exception – on the basis that (a) they can have their say through the chamber of commerce and (b) there is nothing to stop them putting forward specific proposals if they want the support of the partnership and therefore the town as a whole.

My fear is that, despite the best of intentions, the arrangement could be slow and cumbersome: it would probably not meet more frequently than three or four times a year, which might make for a slow response rate; on the other hand, that sort of frequency should be sufficient to plan annual events and comment on proposed projects. If the town council provided the secretariat, applications



for grant funding could be made in the meantime, with a reasonable expectation of progress between meetings.

The exact structure would be open for discussion, but I think it needs to be an entity that is different from the town council (so it can apply for grant funding as a separate entity) but driven by the town council (for sustainability). For instance, it could be a Charitable Incorporated Organisation with a specific proportion of its membership being members of the town council.

To take a couple of practical examples –

- A town partnership could investigate the possibilities for a local cinema: there is a wide range of possibilities and, rather than fixing from the outset on any one, the different options could be considered and explored
- The acquisition and management of further outdoor sports pitches might best be delegated to such a partnership, with the financial backing, stability and longevity of the town council partnered with the enthusiasm and expertise of sports clubs

I fully accept that the idea can be seen as an attempt to reinvent the wheel: after all, the town council is meant to be the forum for town events and plans; however, the attendance at the Annual Town Meeting surely demonstrates a hearty appetite for more say by residents and local organisations in the life of the town – echoed (so far, at least) by the participation in the current consultation process – and it might be worth providing more frequent but structured opportunities for input.

Food for thought – I put this forward more as a discussion item (initially) than as a hard-and-fast proposal.

### ***Proposal***

I propose that -

1. Councillors give some thought to the idea, to decide later whether it is worth pursuing
2. The council asks the Lipton Group for its thoughts on the possible town partnership (a) as a means of continuing the consultation process they have started and (b) as a vehicle for applying for grant funding for specific projects or giving its non-financial, community-based support to them, especially in relation to other applications for grant funding
3. Subject to the above, consideration be given to inviting other organisations (initially, perhaps, the “first level” organisations of TTC, TDRA and TDCC) to join such a partnership, perhaps as a way of continuing the consultation process that TLG has already started

**Crime and disorder reduction impact:** None directly

**Biodiversity conservation impact:** None, directly

**Impact on budget (and source(s) of funding, if needed):** Secretarial and administrative support to be provided by the town council: Town Clerk to assess the likely impact of this

## Finance & General Purposes Committee 9<sup>th</sup> January 2017

### IT Support Contract

#### Agenda Item 13

We are looking to change our IT support provider after on-going difficulties with our current contractor. Our current contractor charges £1140 p.a.

Three contractors were asked to quote and I have summarised their responses below.

	Contractor A	Contractor B	Contractor C
Annual Charge	£995	Yr1 £2230 later years £1680	£1500
Call-out charges	£45 per hour	Included	£75 per hour
Guaranteed Response Times	1-3 hours	1-4 hours	1-8 hours
Offsite Backup	At Server farm	Yes	Yes
Company Base	Local	Ashford	Tunbridge Wells
Company Size	Small	Medium	Large

Contractor A - sorted out a long-standing problem with our network, they are friendly, helpful and locally based. Very reasonably priced. Provide back-up at secure server farm.

Contractor B - Seem fairly professional although lots of spelling mistakes in the submission.

Contractor C - A large concern. We currently have our 'phone system through them and the service has been fairly good.

Many of the facilities offered are common to all those who quoted.

Quotations available to view in the administration box if required.

**Proposal: That our current provider should be replaced by a contractor from the list above**



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	Dependent on selection



**Finance & General Purposes Committee 9<sup>th</sup> January 2017**  
**Annual Return 2015-16 – External Auditor's Comments**  
**Agenda Item 14**

I have attached the comments by the external auditor on the annual return for 2015-16. At the time of submission, neither the internal auditor nor the accountant we had engaged were able to explain the discrepancies in the accounts so these were submitted in their erroneous state. There was no cash discrepancy as the bank reconciliation figures were correct. It was thought that the reason for the discrepancy related to opening balances at the start of the 2015-16 year.

After the comments by the external auditor, the figures have been re-examined by the trainer from our current software provider who is also an accountant and he made the journal adjustments to the accounts (copy attached). He has also given advice on completion of the next annual return in order to explain the discrepancy to the auditors' satisfaction and to remove the effect of this from future years.

This addresses the auditors first and third points (Section 2, box 7 and 8 of the return).

Their second point regarding the authority name was a straightforward omission.

The fourth point regarding the precept amount is a £3 discrepancy which has arisen for the last two years and relates to an annoying habit whereby ABC deduct £3 from the precept and add it to the council tax support grant. The net result is the same, but as these are recorded separately a discrepancy arises.



Phil Burgess  
Town Clerk

Impact on Crime and Disorder	:	None
Impact on Bio-diversity	:	None
Budgetary Impact	:	None

## Section 3 – External auditor certificate and report 2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of  
smaller authority here:

TENTERDEN TOWN COUNCIL

### Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

### External auditor report (ACKE0281)

Except for the matters reported below, on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

- The smaller authority has not provided an adequate explanation of the difference between the entry in Section 2, Box 8 and the cashbook figure in the bank reconciliation. Furthermore, the smaller authority has not been able to provide a documentation to support the difference between Section 2, Box 7 and 8 for the current year. The Council should address this as a matter of urgency.

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

The Annual Return was not fully and accurately completed before submission for review. Please ensure the correct figures are entered as the comparatives when completing the 2016/17 Annual Return:

- The smaller authority name has been omitted from the Annual Internal Audit Report.
- Section 2, Box 7 for the previous year does not correspond to Boxes 1+2+3-4-5-6. The figure in Box 1 should read £314,404.
- Section 2, Box 2, the annual precept, does not agree to the figure notified to us by the precepting authority. The figures in Boxes 2 and 3 should read £303,177 and £117,385 respectively. All grants, including Council Tax Support Grant, should be shown in Box 3, as per the guidance notes on the Annual Return.

External auditor signature

PKF Littlejohn LLP

External auditor name

PKF Littlejohn LLP

Date

27-9-16

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



Date	01/04/2016	Month No: 1	Prior Periods	Journal Ref: 8		
A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
100	Debtors	0		Reverse opening Debtors		8,081.50
1990	Prior Year Adjustments	100	Administration	Reverse opening Debtors	8,081.50	
101	Other Debtors	0		Reverse opening unknown diff		1,423.45
1990	Prior Year Adjustments	100	Administration	Reverse opening unknown diff	1,423.45	
565	Deposits	0		Reverse opening Deposits	2,300.00	
1990	Prior Year Adjustments	100	Administration	Reverse opening Deposits		2,300.00
<b>Narrative:</b> Opening figures reversed into current year income and expenditure so that they are not carried forward. Debtors should be counteracted by income as and when it is received. Deposits should be absorbed due to bookings being paid up. Unknown difference was for opening balance reconciliation purposes and should not be carried forward as is unexplainable. - journal by A. Andrew Neale of RBS				<b>Journal Totals</b>	<b>11,804.95</b>	<b>11,804.95</b>

Date 31/03/2016 Month No: 0 Opening Balance Journal Ref: 7

A/c	Description	Centre	Description	Transaction Detail	Debit	Credit
100	Debtors	0		Opening Debtors	8,081.50	
101	Other Debtors	0		Opening Unknown adjustment	1,423.45	
565	Deposits	0		Opening Deposits		2,300.00
310	General Reserves	0		Opening Figures		7,204.95

**Narrative:** Opening Balances adjustment to include Debtors and Deposits. Difference carried forward from previous years also included to allow figures to match signed off Annual Return. This difference will be written off in the current year (16/17) so that it is not carried forward and the year end figures are fully supportable going forward - journal by A.ndrew Neale of RBS

**Journal Totals** 9,504.95 9,504.95



**Highways and Amenities Committee – Monday 9th January 2017**

**Voluntary Support Warden**

**Agenda Item 4**

Tenterden recently took part in a pilot scheme for voluntary support wardens. The intention is to extend the scheme provided there is sufficient financial support from parish councils.

The scheme will cost approximately £1660 for a two-year period (KCC will review the situation after this point). This includes uniform and recruitment material as a one-off cost and on-going expenses of about £585 per annum.

Full details are attached in the extract of the KCC leaflet.

**Proposal:** That the council should authorise continuation of the scheme for the two-year period offered.



Phil Burgess  
Town Clerk

Impact on Crime and Disorder : None  
Impact on Bio-diversity : None  
Budgetary Impact : From reserves



# VOLUNTEER SUPPORT WARDEN SCHEME

*"I'm passionate about  
my community"*



## CASE STUDY

### WORKING WITH THE LOCAL COUNCIL TO IMPROVE THE COMMUNITY

**JOANNA WATTS**  
Volunteer Support  
Warden for  
Great Chart and  
Singleton



Joanna quickly identified a problem with dog fouling in her local area which was causing a lot of concern for residents especially parents with young children.

With support from the Parish Council, Joanna used brightly coloured chalk spray to highlight the problem to residents and worked with the Parish Clerk to produce a 'hot spot' map. Special dog fouling bag dispensers were purchased and installed in the worst offending areas to tackle the problem.

The campaign proved to be very successful with positive feedback received from the community and was picked up by the Kent Messenger and Radio Kent.

- 42 incidents reduced to 2 within 5 days
- Eco-friendly chalk spray can - £7.95
- 4 dog fouling bag dispensers - £100 each

Parish Clerk - "the scheme has been hugely successful and worked very well for the Parish"

Volunteer Support Wardens want to help others and make a difference to your community

## One Volunteer Support Warden = minimum of 5 hours per week

### LOCAL COUNCIL INVESTMENT

The minimum participation from Local Councils is two years. Confirmation needs to be received in writing before the deadline to enable KCC to commence the recruitment process.

**Guaranteed:** KCC will not increase the cost to Local Councils in the second year by more than the percentage increase in its own council tax precept.

### DIRECT COST TO LOCAL COUNCIL ONE-OFF COSTS

- £390 - Uniform, Equipment and mobile phone handset
- £50 - Secure fob for remote IT access
- £50 - Advertising and other recruitment material

### RECURRING ANNUAL COSTS

- £50 - Access to out of hours logging on and off system
- £410 - Mobile phone line rental and expenses (average)
- £125 - Training (excluding any training provided by KCC or partners)

**Total: £1660 for 2 years**

**Year one: £1,075**

**Year two: £585**

### SHARE THE COST

Share the cost with other Local Councils and still receive the benefit of a Volunteer Support Warden in your area.

Local Councils	Year one (cost per Local Council)	Year two (cost per Local Council)
2	£537.50	£292.50
3	£358.35	£195
4	£268.75	£146.25

### KENT COUNTY COUNCIL CONTRIBUTION

The VSW scheme will sit alongside the Kent Community Warden Service, it will not replace it, therefore participating Local Councils will gain additional support from the service.

**Guaranteed:** Any replacement uniform costs within year one will be covered by KCC.

### KCC COMMITMENT

- KCC will bear any reasonable unforeseen costs relating to equipment or training in years one and two
  - Direct supervision of VSWs from the Kent Community Warden Service
  - Administration of VSWs including time recording, maintenance of regular contact, resolution of issues.
  - Induction and basic role training provided by KCC and Partners
- Total: £15,000 per year (estimate) for the VSW scheme.**

**JUST £16**  
A WEEK FOR  
ONE VOLUNTEER  
WARDEN  
(OVER 2 YEARS)



## Investing in your Community:

# FURTHER BENEFITS OF A VSW

### COMMUNITY SAFETY

- Reporting graffiti
- Supporting local road safety initiatives including Speedwatch
- Identifying and responding to anti-social behaviour
- Providing security advice
  - handing out crime prevention materials

### BETTER LINKS TO AGENCIES

- Liaising with Trading Standards, Police, Neighbourhood Watch, Age UK, Victim Support and Kent Fire & Rescue Service
- Working alongside Kent Highways to address speeding and improve carriageway surfaces
- Working with Southern Water to identify local water leaks
- Providing support to local care centres e.g. Youth Café and Dementia Café

### ENGAGEMENT & TRAINING

- Supporting first aid training & alcohol awareness sessions for youth services, scouts & school students
- Supporting the automated external defibrillator (AED) training to community groups



**JOANNA FOUND A NUMBER OF STOLEN BIKES DUMPED IN THE AREA AND IT WAS UNLIKELY THEY WOULD BE RETURNED TO THEIR OWNERS.**

Working with the Kent community wardens, Joanna organised a free security day tagging bikes and giving residents advice. Security tagging helps deter and catch criminals and reunite stolen bikes with their rightful owners.

- 90 bikes tagged
- Cost of bike tags £3 each (normal cost £11.50)
- Funding secured for another 100 tagging kits
- New security tagging day arranged

Parish Clerk:

***"She engaged with the local youth by attending the youth club and holding bike marking sessions."***

